



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

OCT 24 2002

COMPTROLLER'S MEMORANDUM NO. 2002-36

TO: Heads of Departments

ATTN: Payroll Offices

SUBJECT: Payroll Considerations at End of Calendar Year 2002

Departmental payroll staffs are required to clear all pending payroll adjustments as soon as possible to properly reflect employees' gross earnings and to minimize the issuing of amended wage and tax statements for calendar year 2002.

Payroll checks to be cancelled, reimbursements of overpayment, and salary-workers' compensation type adjustments should be submitted to DAGS' Central Payroll immediately by the employing departments and agencies. It is recommended that departments with decentralized payroll activities emphasize the need throughout the department to route all cancellations and reimbursements to the appropriate central offices without delay.

Check cancellations, reimbursements of overpayment, and salary-workers' compensation type adjustments received at DAGS Central Payroll by 8:00 a.m. on Friday, December 27, 2002, will be reflected in the wage and tax statements for calendar year 2002. The statements will be released to employees on January 31, 2003.

Payroll adjustments received after the above deadline will require corrected wage and tax statements and will be released to the department, only after the adjustment has been effected in the payroll system and the necessary work involved in preparing corrected wage and tax statements has been completed. Payroll adjustments for cash recovery of overpayments, which are received by DAGS' Central Payroll "after" the deadline, "must" include State and Federal income taxes.

OCT 28 2002

Heads of Departments
Memo No. 2002-36
Page 2

Departments and agencies are reminded that the currently scheduled normal turnaround time for processing payroll adjustments may be delayed because of: a) the heavy volume of year-end payroll work scheduled for the first few months in calendar year 2003; b) the additional work generated with the UH non-lagged payroll processing; and c) the impending BU 01/10 pay raises. With your help in circulating this reminder to the appropriate offices in your department or agency, the need to issue corrected statements can be held to a minimum. Your cooperation is greatly appreciated.

A handwritten signature in black ink, reading "Mary Alice Evans". The signature is fluid and cursive, with the first name "Mary" and last name "Evans" being more prominent than the middle name "Alice".

MARY ALICE EVANS
State Comptroller